

**CALIFORNIA DEPARTMENT OF GENERAL SERVICES  
DIVISION OF THE STATE ARCHITECT**

**START OF PROJECT REPORT**

This form is a checklist for the necessary review that *must* occur during the course of construction. When utilizing an assistant inspector on a project, prior to the start of construction the project inspector must complete this form, and both the project inspector and assistant inspector must sign the report and submit it to the DSA regional office having jurisdiction over the project, and to the design professional.

**PRINT OR TYPE**

Assistant Inspector \_\_\_\_\_

DSA File No.

Project Inspector \_\_\_\_\_

DSA Application No.

School District/Owner \_\_\_\_\_

Project Name (School) \_\_\_\_\_

**JOB FILE**

These documents are required to be on site prior to the start of construction

☐ Approved Plans and Specifications

☐ Tests and Inspections list

☐ DSA Approved addenda (if any)

☐ Building Codes and Standards

The project inspector must review the following processes with the assistant inspector to enable proper records maintenance

☐ Records of inspections

☐ Preliminary change orders

☐ Notifications to DSA

☐ Log of deviations and resolutions

☐ DSA Approved change orders

☐ Semi-monthly Reports

☐ Log of Project Inspectors' time on site

☐ Deferred Approvals

☐ DSA Field Trip Notes

☐ Log of Assistant Inspectors' time on site

☐ Submittals/shop drawings

☐ Test and Special Inspection Reports

**TESTS AND SPECIAL INSPECTIONS**

The project inspector must review the following processes with the assistant inspector to enable proper records maintenance

☐ DSA approved special inspectors (if required)

☐ Monitoring of field sampling and inspections

☐ Procedure for lab notification

☐ Review of test and special inspection reports

**PROJECT INSPECTION REQUIREMENTS**
☐ Review the scope of construction work the assistant inspector will be inspecting on the project (as outlined in DSA Form SSS-5A, Item 4)

☐ Review the assistant inspectors' time commitment to the project (as outlined in DSA Form SSS-5A, Item 5)

☐ Review assistant inspectors' comprehension of the construction documents (IR-A8, Section 1, Items 2 and 7)

**PROJECT INSPECTOR WILL OBSERVE THE FOLLOWING PHASES OF CONSTRUCTION\* (CHECK ALL THAT APPLY):**

\* This list is a basic guideline. There may be other portions of the work where the project inspector needs to be present.

☐ Foundation inspection (prior to concrete placement)

☐ Mechanical and electrical inspection (before closing in)

☐ Wall framing (before closing in)

☐ Accessibility features (parking, path of travel, restrooms, etc.)

☐ Roof framing (before closing in)

☐ Fire & Life Safety features (fire alarm, sprinklers, exits, etc.)

☐ Plywood wall nailing

☐ Other: \_\_\_\_\_

☐ Plywood roof nailing

☐ Other: \_\_\_\_\_

☐ Anchorage of equipment/suspended ceilings

☐ Other: \_\_\_\_\_

Project Inspector \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_

Assistant Inspector \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_